

FILED: *Records* 6-11

RETURN TO

RECORDS MANAGEMENT DIVISION
VITAL MATERIALS REPORT FOR WEEK ENDING - 6 AUGUST 1954

<u>1. TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	1.9	0	174.8
Maps	0	0	43.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
			<u>347.6</u>
B. (Measured by actual count)			
Cards (IBM)	22,305	8,400	3,876,508
Film (Reels) 35mm	268	0	5,528
Film (Reels) 16mm	476	6	2,101

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo.	1
OCD	1
OCI	1
ORR	1
** OSI	2
* DD/P	<u>31</u>
Total	<u>37</u>

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	21
1. Number of Offices Depositing	20
2. Number of Offices Not Depositing (Audit Office-Letter of Exception 5 Feb.52)	1
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules are to be Established.	10
D. Offices Depositing This Week	10
E. Offices Delinquent in Depositing (No deposit in last 30 days) Directors Office - No deposit since 18 June 54 DD/I - No deposit since establishment of schedule on 11 May 54	2

* Material not accessible to Repository personnel.

** One of two cabinets not accessible to Repository personnel.

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